Quick guide to good office work station ergonomics

Sitting at a desk in front of a computer can be **hard on your body**. **BUT if you adjust your chair and your desk correctly and vary** your work positions while working in front of a computer, you can **reduce discomfort and strain on your body.**

NUMBER 1: Understand your office chair – how does it work?

- Adjust your chair to the highest possible position that still allows you to sit with both feet on the floor. Make sure the seat allows you to sit with a healthy S-shaped curvature (think of how a dressage rider sits on a horse).
- Adjust the depth of the seat so that you have a hand's breadth between the front edge and the back of your knees.
- Use the chair's tilt function once in a while to vary your seating positions.
- Note that the tilt function of some chairs is weight-controlled.
- Adjust the back support to provide support for your lower back.

NUMBER 2: Positioning and adjusting your desk

- Place your desk at right angles to the window (with the **light** from the window falling on the short side) to prevent irritating glare and reflections on your pc monitor. Any desk lamps should be positioned below eye level. Overhead lights should not cause glare on your pc monitor.
- Adjust the height of the table relative to your chair so that your forearms can rest on the desk in a relaxed manner when you use a keypad and a mouse. Remember that your arms should rest on the table both when you stand and when you sit.

NUMBER 3: Correct positioning of equipment and variation

- Your monitor should be positioned an arm's length from your eyes (50 - 70 cm) with the top line of the screen slightly below eye level. You should be able to look over the top edge of the monitor when you look straight ahead. If you have two or more monitors, make sure that the primary screen you work with is positioned right in front of you.
- Position your keypad far enough away from the edge of the desk to allow you to rest your forearms on the desk.
- Position your mouse so that you can keep your elbow close to your body. You should be able to rest your forearm on the desk when using the mouse – the best position is between your body and the keypad. Keep your shoulder down and relaxed when working with a mouse. You may prefer to use a roller mouse.
- Preferably, laptop computers should be placed in a docking station with a separate keypad and a separate monitor. At the very least, use a separate keypad with the laptop so that you can position the monitor of the laptop at a comfortable height.

VARY your seating position frequently, and if you have an electric height-adjustable desk, we recommend that you STAND UP to work at different times during the day, and WALK to fetch printouts, coffee etc.